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85-0688

## ROUTING AND TRANSMITTAL SLIP

Date

2/26/85

TD: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. D/PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR YOUR ACTION, IF ANY APPROPRIATE

20-1

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,  
clearances, and similar actions

STAT

	No.—Bldg.
	No.
	1 (Rev. 7-76)

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DD/A Registry  
85-0688

mead

World Headquarters  
Courthouse Plaza Northeast  
Dayton, Ohio 45463

Telephone: 513-222-6323

February 22, 1985

Mr. Harry E. Fitzwater  
Dir Personnel Policy Planning &  
Central Intelligence Agency Ret Sys  
P.O. Box 1925  
Washington, DC 20013

Dear Mr. Fitzwater:

Our Annual Meeting of Shareholders will be held on April 25, 1985. The record date for this meeting is February 26, 1985.

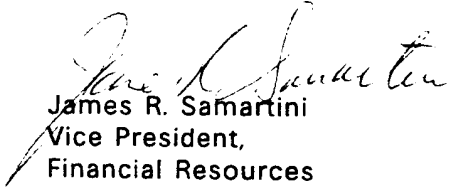
In preparation for the meeting, we are attempting to identify employee benefit plans sponsored by municipalities that are beneficial owners of our Company. If your plan includes shares of Mead Common Stock, we would appreciate the following information:

1. The number of shares owned on February 26, 1985.  
Number of shares \_\_\_\_\_.
2. How these shares are registered. (circle the appropriate depository)  
A) Cede & Co., Kray & Co., Pacific & Co., Philadep;  
the custodian bank is \_\_\_\_\_, or  
B) In the nominee name of \_\_\_\_\_ at \_\_\_\_\_ Bank.
3. Voting authority over these shares is held by our;  
A) Custodian bank which is \_\_\_\_\_, or  
B) Outside investment manager who is \_\_\_\_\_, or  
C) Inside investment staff, Mr./Ms. \_\_\_\_\_.

Since The Kissel-Blake Organization is our proxy solicitation agent, please accept this letter as your authorization to forward the above requested information to them in the postage-paid envelope provided for your convenience. Your prompt response will help us complete our solicitation of proxies in a timely fashion and will assure our shareholders ample time to vote. Should you have any questions, please contact William Willis, President of Kissel-Blake, at (212) 344-6733.

Thank you for assisting us, and please be assured that any information you provide will be treated in strict confidence.

Sincerely,

  
James R. Samartini  
Vice President,  
Financial Resources